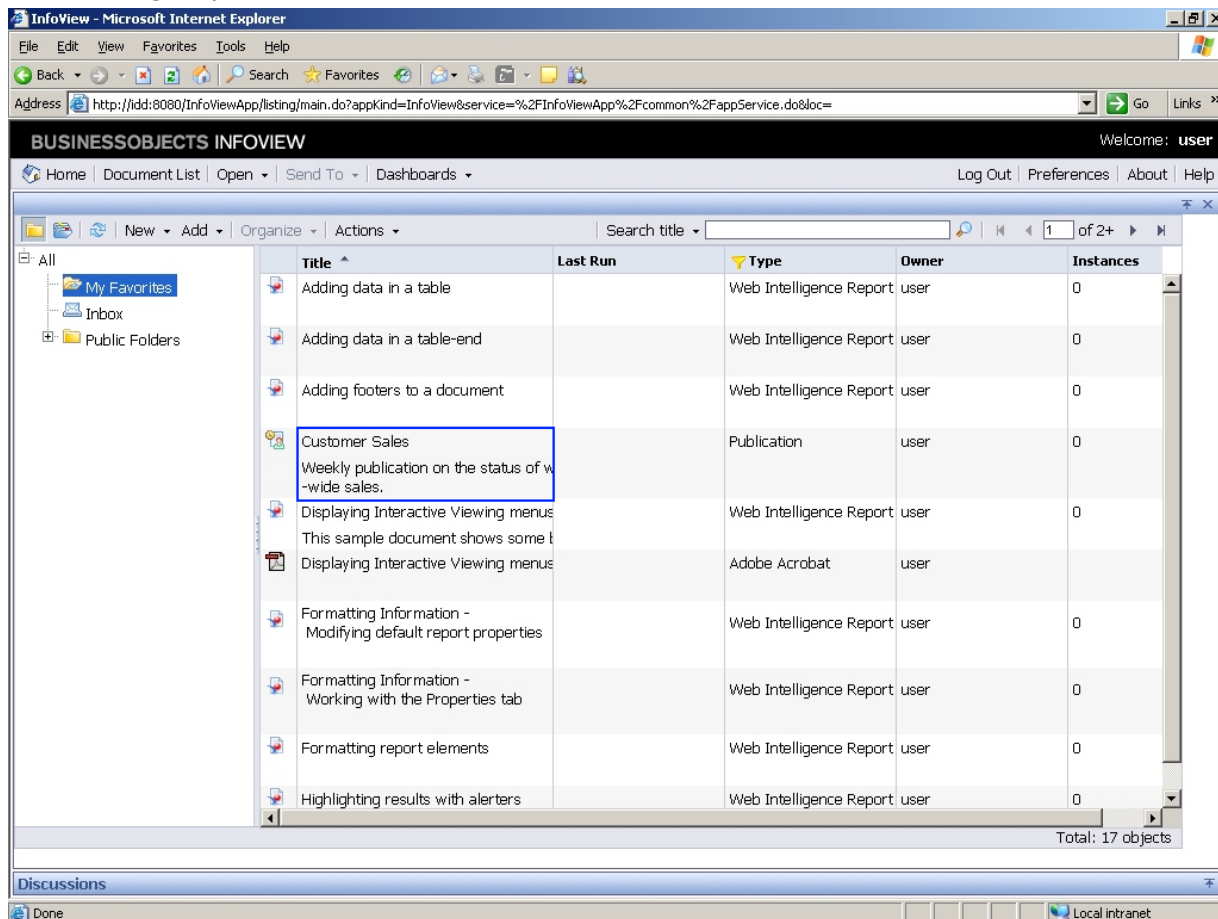Procedure

1. Start the transaction using the menu path or transaction code.

Subscribing to publications

2. Press **[Enter]** to continue.

A Publication is a Desktop Intelligence document that has had Profiles applied to it. Profiles determine what data will appear in a report, for each user or group who receives it. This means that, while several users may receive the same report, they will see only the information in the report that applies to their individual business

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needs.

Your System Administrator creates Profiles and Publications and will create a Profile for you or the group you belong to, based on the information you need to perform your job.

Subscribers are the users who receive the Publication and you may choose to subscribe or unsubscribe to the Publication.

This is what a Publication looks like in InfoView. It has many of the same properties as other object types. Your ability to perform tasks with a Publication, such as subscribe, unsubscribe, schedule, or test, is determined by your access rights.

You want to subscribe to the Customer Sales Publication. In the application you would normally right-click in the Customer Sales Publication cell. In this exercise, the right mouse button has been pressed for you.
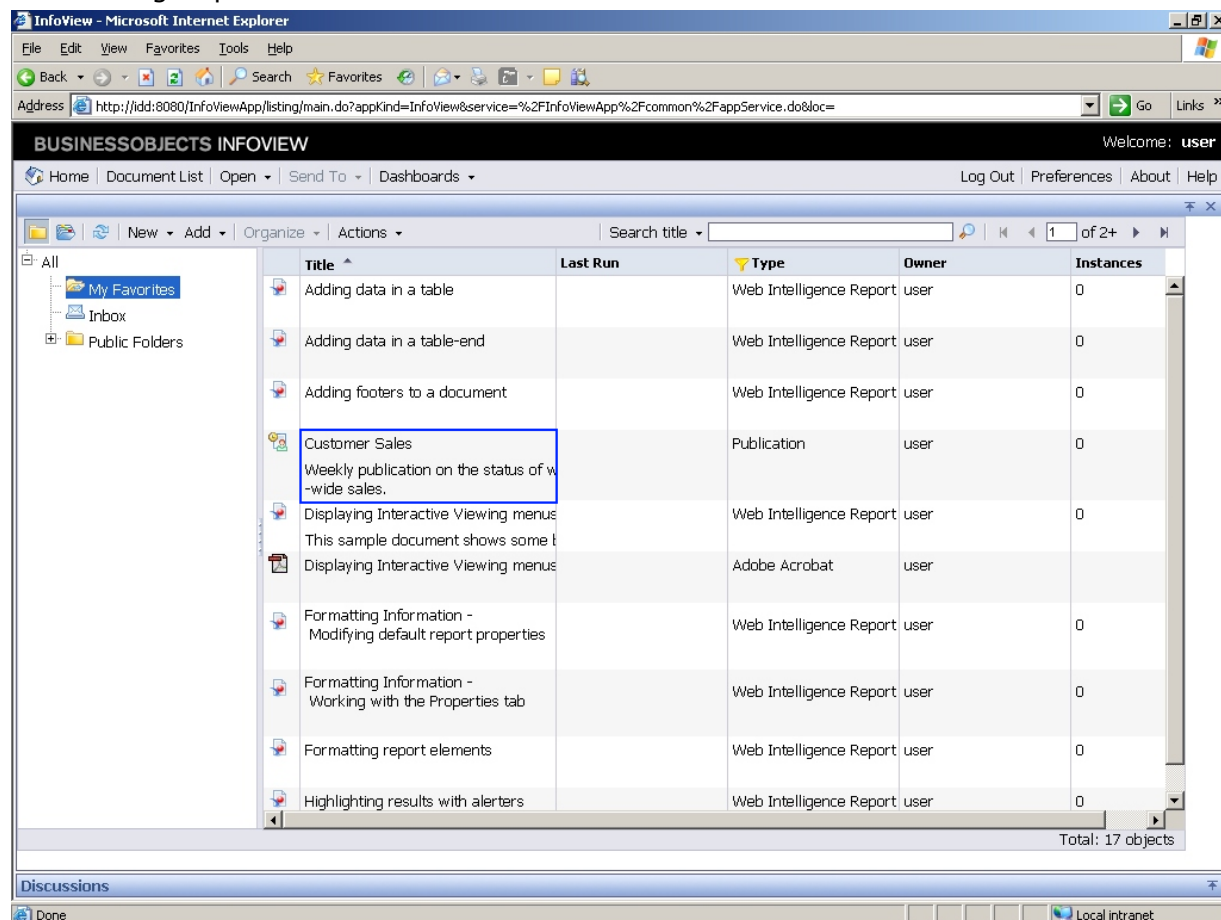
Press **[Enter]** to continue.

Subscribing to publications

3. Click the **Subscribe** list item.

Subscribing to publications
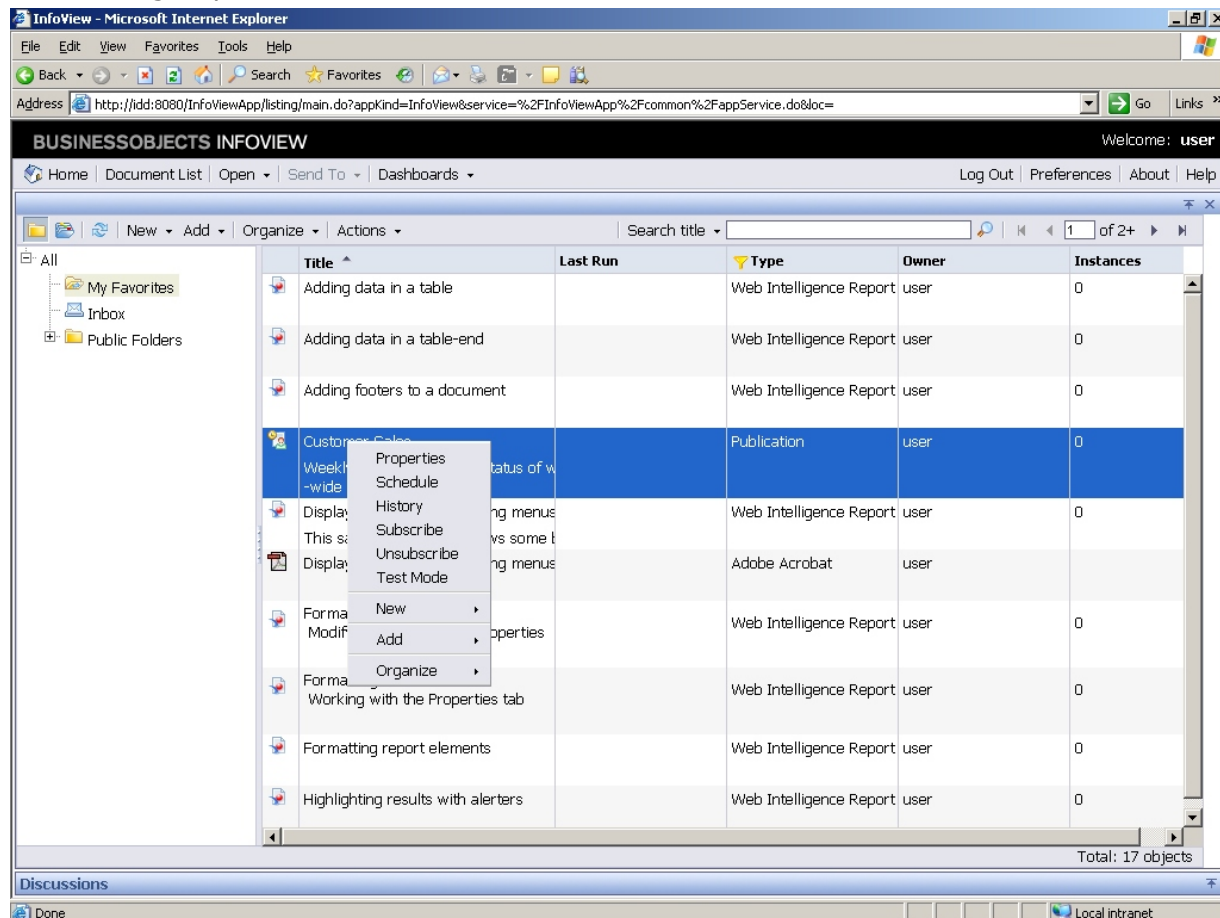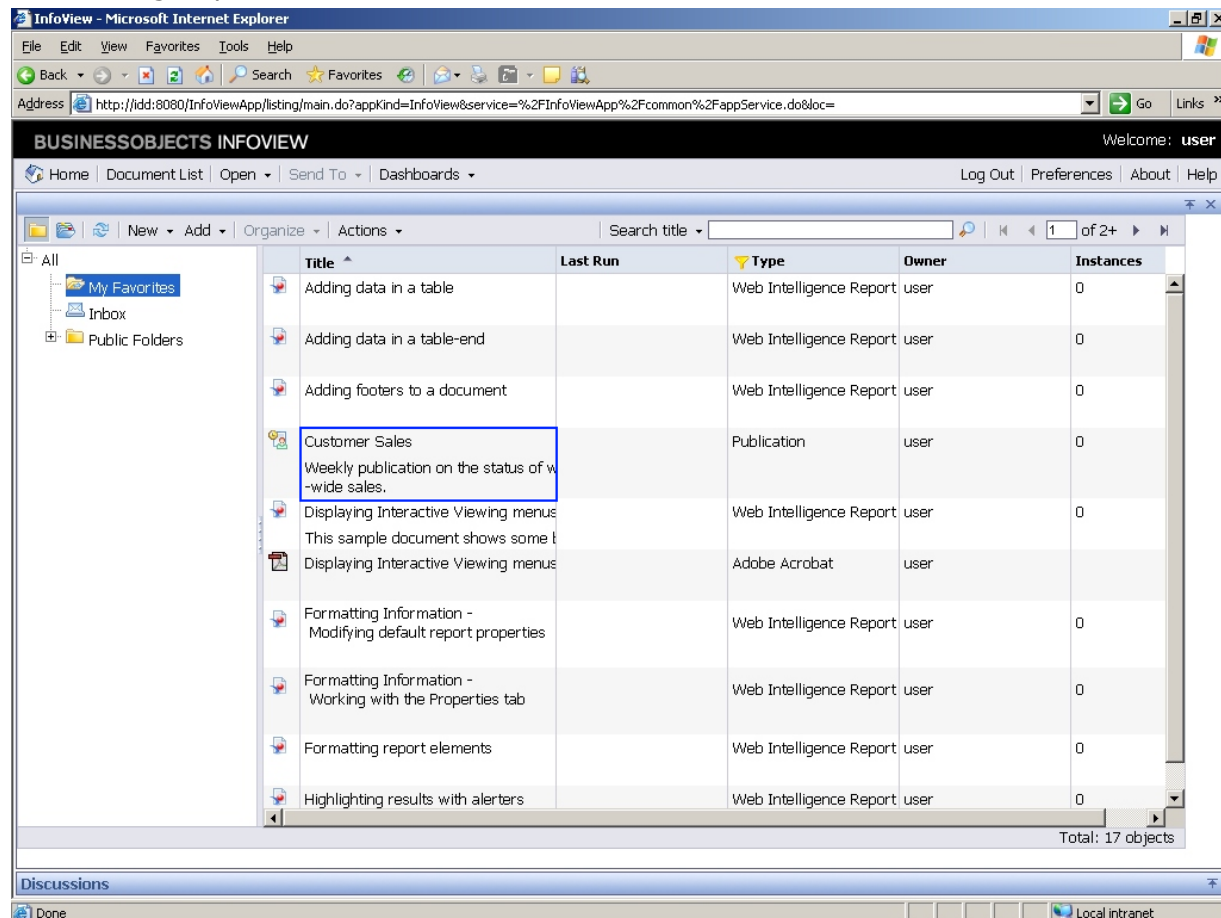

4. Press [Enter] to continue.

To confirm subscription status, you need to view the Publication properties.

In the application you would normally right-click in the Customer Sales Publication cell. In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

Subscribing to publications

5. Click the **Properties** list item.

6. Click **OK**.

> The properties page displays the Subscription Status. In this example, the status is Subscribed.

Subscribing to publications

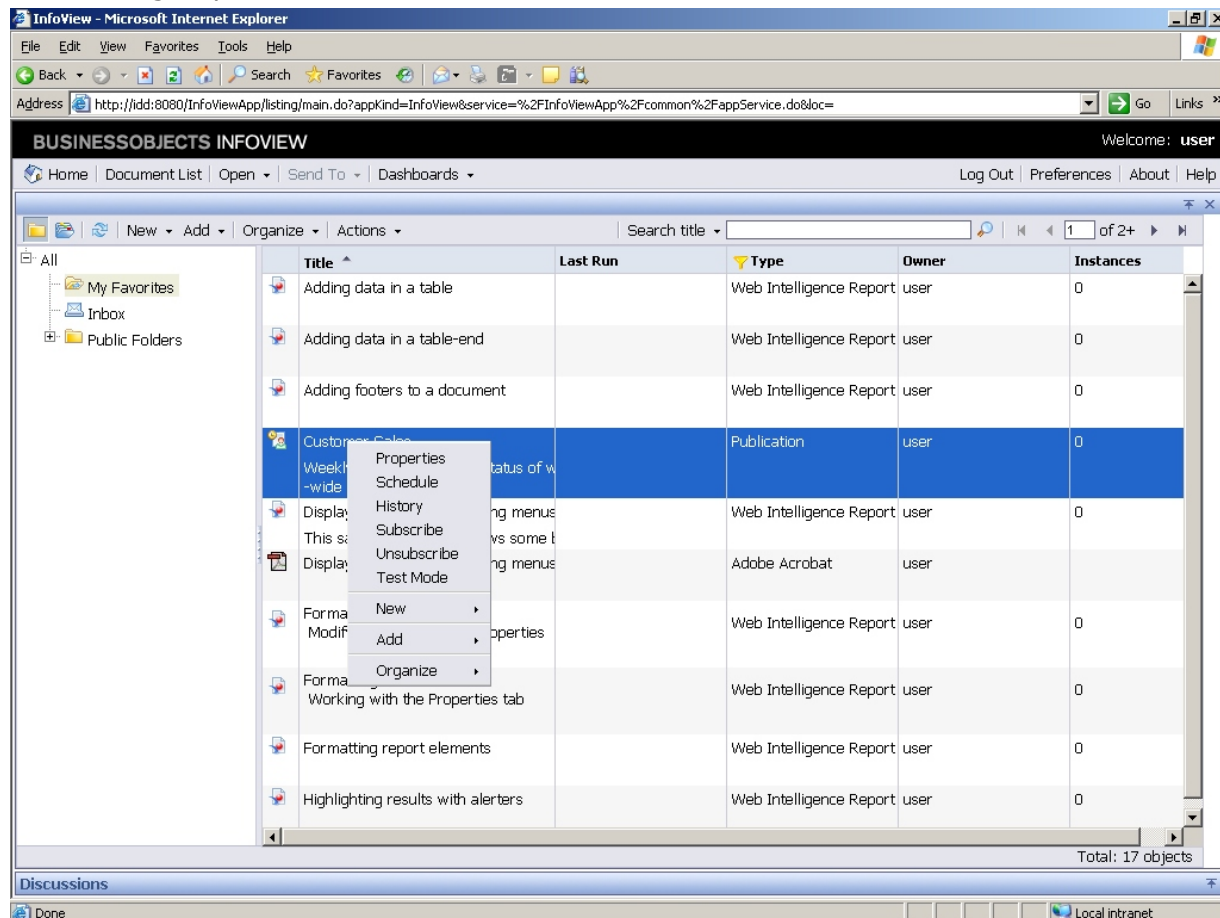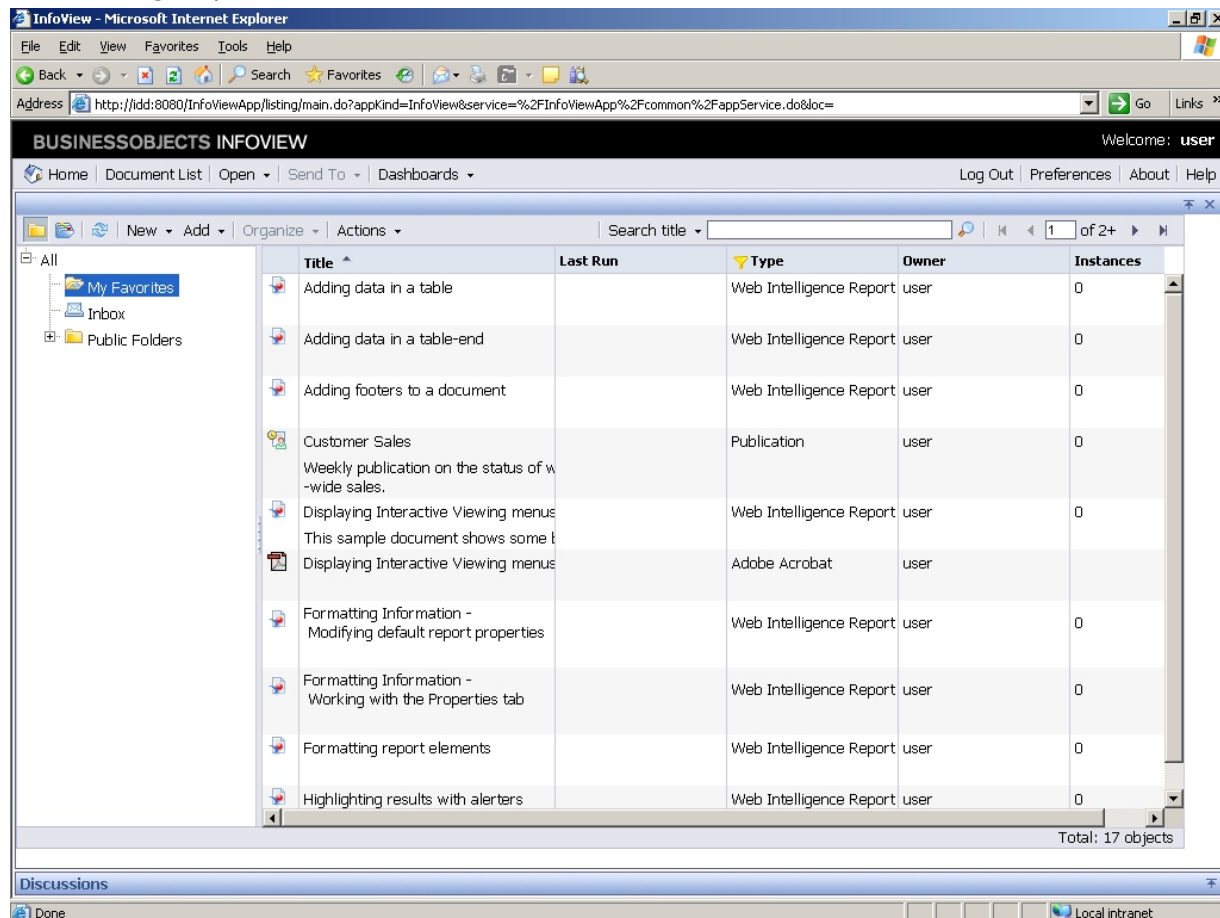7.   Press [Enter] to continue.

You want to unsubscribe from this publication.

In the application you would normally right-click in the Customer Sales Publication cell. In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

Subscribing to publications

8. Click the **Unsubscribe** list item.

Subscribing to publications
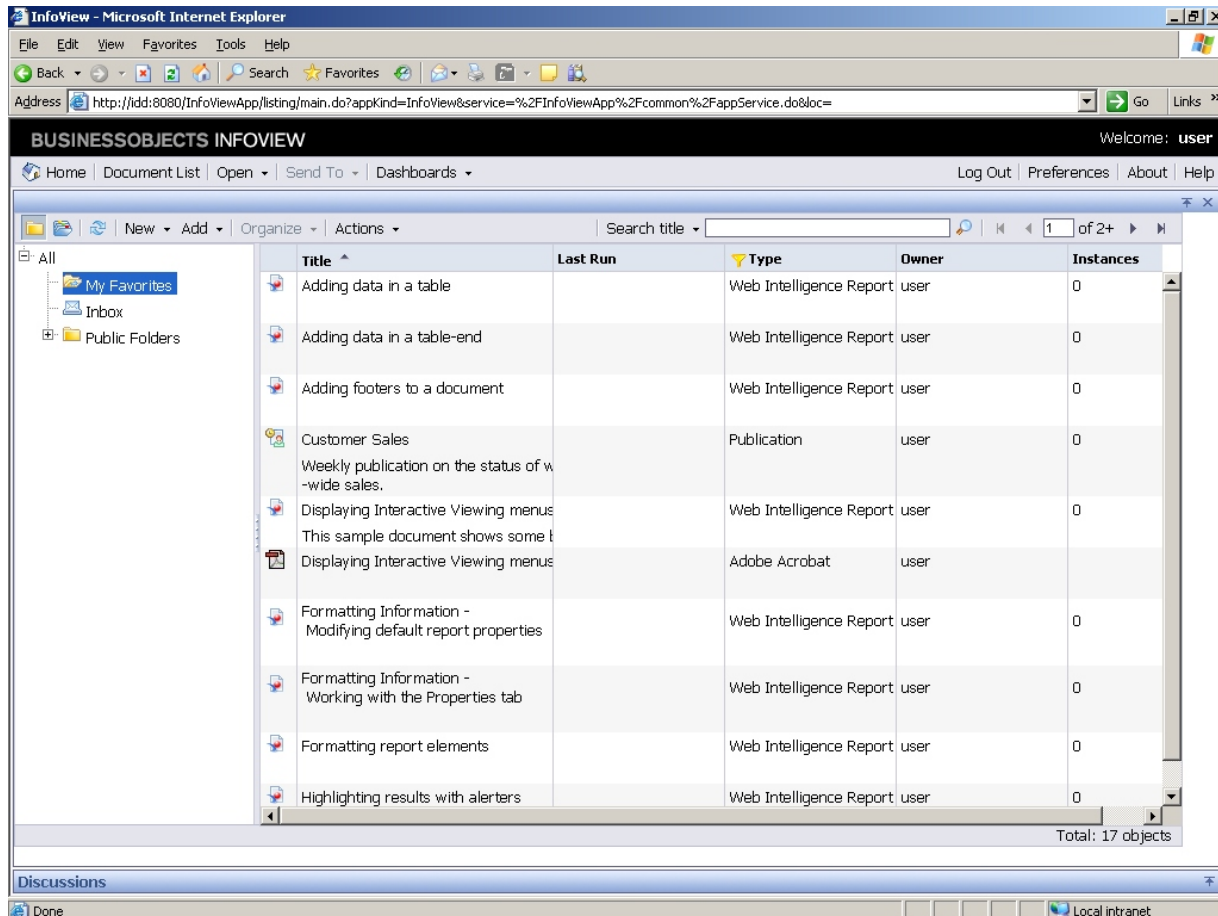
9.   Press [Enter] to continue.

> You have unsubscribed from the Publication and will no longer receive scheduled instances.
>
> Press **[Enter]** to continue.

Inventory Cross-Tab Report by Product Type & Supplier Properties

10. End of simulation.